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8 Nov. 55

25X1A9a

Mr. [REDACTED]

25X1A9a Mr. [REDACTED] visited me briefly this morning and indicated that in his view  
25X1A the current edition of the proposed [REDACTED] was deficient or needed changes  
in the following manner:

1. It should incorporate the material now in the draft Notice  
on Staff Ceiling.
- 25X1A 2. It should rescind the old [REDACTED] Tables of Organization
- 25X1A 3. It should incorporate the nedessary procedures - perhaps those  
now included in the old [REDACTED]
4. It requires some editing - he considered that in at least one  
instance policy and responsibilities are mixed.

25X1A9a Mr. [REDACTED] ap reciates that no changes can be made prior to the Council meeting  
but considers that you should be aware of these problems.

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[REDACTED]

## Objective

a) Clean (i.e. work burden) T/O

a staffing pattern description of members  
& kinds of positions that may be filled  
to do work imposed on unit.

*Draft*

TO: Director of Personnel  
FROM: Chief, Records and Services Division  
SUBJECT: Revision of Table of Organization to Reflect  
Manpower Staffing and Development Requirements  
(Proposed Regulation [REDACTED])

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1. PROBLEM

To establish Agency-wide policies and procedures for the implementation of the subject regulation.

2. ASSUMPTIONS

a. Staffing Complements will be established for each organizational element. *and*

b. Development Complements will be established for each Deputy Director and each Head of the Career Services he may so designate, under his jurisdiction.

*organizational*  
~~c. Staffing Complements will replace current *positions* and~~  
T/O's, *and* will be identified by organizational elements, ~~position~~  
title, series, and grade.

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*They (add to b)*  
~~Development Complements~~ will consist of ceiling  
authorizations without regard to title, grade, and series number.  
C. Both Complements will be restricted by ceiling controls.  
d. All movement of personnel between Staffing Complements  
and Development Complements will be recorded by Official Personnel  
Actions (SF-52).  
e. Those individuals assigned to the Development Complement  
will be identified by categories:

- 1) New Employees
- 2) Returnees from overseas
- 3) Projected overseas assignees
- 4) Trainee - External
- 5) Trainee - Internal
- 6) Details out of the Agency

h. The organizational component will be responsible for  
initiating personnel actions to assign or reassign an individual  
to a Staffing Complement; Deputy Directors, or the *heads of the* Career Services  
will be responsible for initiating personnel actions to assign an  
individual to a Development Complement, or to change the categorical  
identification of an individual, and any other personnel action,  
while assigned to a Development Complement.

i. The following types of employees will be included in this  
study:

- 1) All Staff Employees
- 2) All Staff Agents
- 3) Details from other agencies (military and civilian)

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~~h) Details to other agencies~~

j. Deputy Directors and designated Heads of Career Services are responsible for establishing and controlling the <sup>duration of</sup> time an individual is charged against a Developmental Complement.

k. Individuals assigned to the Development Complement can be paid from either vouchered or confidential funds, as appropriate. The comparative size of the funding arrangement should be based on experience, i.e., a percentage distribution.

3. FACTS BEARING ON THE PROBLEM

a. The Office of Personnel is responsible for approval of all Personnel Actions, <sup>and for</sup> the record keeping, processing, control, and reporting of all assignments of individuals.

b. <sup>is</sup> The new ~~new~~ concept will require modification of present procedures of the Office of Personnel.

4. DISCUSSION

a. When Staffing Complements and Development Complements are established under the new concept, the first problem will be to identify all individuals according to their present status; i.e., Staffing Complement, or Development Complement. It will then be necessary for requests for personnel action to be furnished the Office of Personnel to reflect the reassignment of personnel.

b. To keep the records current after the initial identification and reassignment, the following steps are proposed:

1) New Employees (other than IAS)

a) Based on the Service Designation assigned to

a new employee, the Deputy Director or designated Head

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of a Career Service will initiate an SF-52, requesting assignment of the individual to the appropriate Development Complement if he is to be in a training status for more than thirty (30) days.

b) When the individual's training is completed, the organizational component will initiate an SF-52 assigning him to their Staffing Complement. This action is routed through the appropriate Career Service for concurrence, and then to the Office of Personnel for processing.

c) The organizational component will initiate an SF-52 on a new employee assigning him to their Staffing Complement if he is not to be in training for over thirty (30) days. This action is then routed through the appropriate Career Service for concurrence, and then to the Office of Personnel for processing.

2) New employees (IAS)

a) The Office of Personnel will prepare SF-52 assigning these people to the Office of Personnel, IAS Development Complement, and these individuals will EOD against this complement.

b) When a permanent assignment is determined, the Office of Personnel will prepare a personnel action assigning the individual to the appropriate Staffing Complement.

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3) Returnees from overseas - PCS who have not been  
reassigned to a Departmental [REDACTED] Staffing Complement

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a) When an individual returns from the field station, Deputy Directors or designated Heads of Career Services will initiate an SF-52 assigning him to the appropriate Development Complement, effective the day he checks in to Headquarters for reassignment (this may be after Home Leave).

b) When a new assignment is arranged for the returnee, the gaining organizational component will prepare an SF-52 assigning him to their Staffing Complement. This action is routed through the appropriate Career Service for concurrence, and then to the Office of Personnel for processing.

4) Projected overseas assignees

a) When an individual has been selected for an overseas assignment, and is relieved from his present position, an SF-52 will be prepared by the Deputy Director <sup>or</sup> ~~or~~ designated Head of the appropriate Career Service requesting assignment to the appropriate Development Complement. (If the individual is to change funds, this transfer of funds should be done at the time of this transfer.)

b) Prior to the departure of the individual, the gaining organizational component will initiate an SF-52 assigning the individual to the appropriate Staffing

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The effective date to be the date of check-out from Headquarters. This action is then routed through the appropriate Career Service for concurrence, and then to the Office of Personnel for processing.

c) In the case of a returnee overseas (category three, above) who has been in a Development Complement, and who is then selected for another overseas assignment, an SF-52 will be prepared by the Career Service to reflect this change.

*JDS*  
5) Trainees

a) When an individual is scheduled for full time external, or Agency training, for periods in excess of ninety (90) days, the Deputy Director or designated Head of a Career Service will initiate an SF-52 assigning the individual to the appropriate Development Complement, and send it to the Office of Personnel for processing.

b) Upon return from training, the gaining organizational component will prepare an SF-52 assigning the individual to their Staffing Complement. This action is then routed to the Deputy Director or Head of the Career Service concerned for concurrence. Then it is forwarded to the Office of Personnel for processing.

5. CONCLUSIONS

a. The establishment of the new Agency Table of Organization will require new types of procedures for the organizational components, Career Services, and also within the Office of Personnel. This will



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include procedures which affect processing of personnel actions, record keeping, controls, and reporting functions. However, in spite of these changes in procedures, it appears to be a workable system. <sup>a more detailed study</sup> Until the ~~final approval~~ <sup>is made</sup> of this new concept, it is <sup>whether</sup> virtually impossible to anticipate ~~the workload of the Office of Personnel~~ will be decreased, ~~or~~ increased. <sup>or shifted.</sup>

#### 6. RECOMMENDATIONS

a. The Office of Personnel, in supporting the new concept of Staffing Complement and Development Complement, develop new internal procedures to implement the new system.

b. Before the actual implementation of the new system, <sup>should be</sup> reporting requirements ~~to~~ completely defined so that the reporting factor can become an ~~intrinsic~~ part of the newly established procedures.

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